

RICHLAND OPERATIONS OFFICE AND THE OFFICE OF RIVER PROTECTION POLICY ON VOLUNTEERISM

1.0 PURPOSE

The purpose of this document is to describe the U.S. Department of Energy (DOE) Richland Operations Office (RL) and the Office of River Protection (ORP) policy regarding voluntary participation in RL/ORP supported community activities during regular working hours. Pursuant to DOE's Handbook on Leave and Absence dated June 1998, Common Types of Absence, part three, Community Service (Volunteer) Activities, employees may be granted the following leave to participate in community service/volunteer activities: (1) authorized annual leave, including compensatory and credit hours, (2) leave without pay, and (3) excused absences (i.e., administrative leave) when the activity is directly related to the DOE's mission, is officially sponsored or sanctioned by the Secretary or Head of a Departmental Element, or will clearly enhance the employee's professional development or skills in their current position. Excused absences may be authorized for:

- ☞ Activities promoting science, mathematics, and engineering education;
- ☞ computer installation and training;
- ☞ rescue or protective work during an emergency, such as a fire, flood, riot, or search operation (normally up to 3-5 days; however, excused absence is not appropriate for members of volunteer fire companies responding to routine alarms or other activities that would require frequent absence from duty); and
- ☞ pre-emergency civil defense training and test exercises (up to 40 hours in any calendar year)

2.0 REQUIREMENTS

RL/ORP employees' participation in approved events, programs, or organizations, as identified on the Office of Human Resource Management Services (HRM) Home Page, during regular working hours, is subject to the discretion and approval of RL/ORP managers/supervisors. The list of approved events, programs, and community organizations will be evaluated by the HRM minimally on an annual basis to assess alignment of volunteer community service/outreach objectives with the various organizations and programs.

3.0 PROCEDURE

Employees planning to participate in approved events, programs, and nonprofit organizations during regular working hours should inform their immediate manager/supervisor of their involvement in the event within adequate timeframes (i.e., at least two weeks in advance) to minimize the impact of current work assignments. If approved by the appropriate manager/supervisor, the employee is expected to properly record his/her timecard, indicating the type of leave used: earned annual, earned comp-time/credit time, leave without pay, and administrative leave.

The RL/ORP supervisor and HRM Director are responsible for approving/disapproving employees' participation in volunteer activities based on the following considerations:

- a. Is the activity on the approved list of volunteer events, programs, and community organizations?
- b. Can the employee's work responsibilities and assignments afford his/her time away from work?
- c. Does the employee consistently maintain satisfactory performance and attendance?
- d. Can the employee participate in this activity outside his/her normal working hours?

An employee may be allowed up to 40 hours of administrative leave per leave year for approved volunteer activities. Managers/supervisors may approve up to 1 hour of administrative leave per voluntary activity each workday. Requests for administrative leave exceeding 1 hour must be submitted to the manager/supervisor for review and will require written approval by the HRM Director.

4.0 REFERENCES

Memorandum for Heads of Executive Departments and Agencies, dated April 23, 1998
DOE Handbook on Leave and Absence
Executive Order 12999
DOE Order 3221, Pay and Leave Administration and Hours of Duty